

# WORSHIP WEEKLY TOUCH BASE (SOP)

**Attendees:** Ex. Creative Pastor, Music Director, Vocal Director

**Meeting Length:** 60 minutes

**Frequency:** Weekly

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## 1. Opening (5 minutes)

- **Prayer**
  - Brief check-in
    - How are you spiritually?
    - Any immediate wins or tensions from the past week?
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## 2. Review of Previous Services (10 minutes)

### What Worked (Wins)

- Musical moments
- Transitions
- Vocal blend / band chemistry
- Congregational engagement

### What Needs Attention

- Arrangement issues
  - Timing / flow
  - Communication gaps
  - Tech or rehearsal challenges
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## 3. HOT | NOT | NEXT (10 minutes)

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## 4. Upcoming Services Planning (10–15 minutes)

### Song Selection & Flow

- Confirm setlists for:

- Wednesday
  - Sunday
- Transitions between songs
- Planned spontaneous moments

### **Vocal Direction**

- Lead assignments
- Harmonies and dynamics
- Choir involvement

### **Band Direction**

- Instrumentation
  - Key changes
  - Arrangement tweaks
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## **5. Rehearsal & Team Readiness (5 minutes)**

- PCO status
    - Are songs uploaded and assigned?
    - Any pending Accept / Decline issues?
  - Rehearsal focus for Wednesday
  - Team availability or concerns
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## **6. Culture & Development (5 minutes)**

- Rotation health (avoiding burnout)
  - Any team members to:
    - Encourage
    - Coach
    - Develop further
  - Upcoming shadowing or onboarding needs
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## **7. Action Items & Wrap-Up (5 minutes)**

- Confirm:
  - Next steps
  - Owners
  - Deadlines

- Final prayer or encouragement
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### **Optional Add-On (Monthly)**

- Sound of the house check
- Introduce new songs
- Evaluate vocal/band growth
- Alignment with church vision & season